

**DEPARTMENT OF THE TREASURY  
FEDERAL LAW ENFORCEMENT TRAINING CENTER  
GLYNCO, GEORGIA 31524**

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FLETC DIRECTIVE (FD)

NUMBER: 70-09.E

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Subject:

DATE: 04/06/76

Sunset Review:

FLETC FIRE PLAN AND FIRE PREVENTION  
REGULATIONS

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1. PURPOSE. This directive establishes the FLETC fire plan along with specific fire prevention regulations.
2. SCOPE. This directive applies to all Center personnel: staff, students and all other personnel on the property of the FLETC, including visitors, vendors and contractor personnel.
3. ADMINISTRATION. The general fire prevention program will be administered by the safety officer. The responsibilities of the safety officer include:
  - a. Make periodic inspections for violations of fire prevention regulations.
  - b. Make up fire inspection and action reports describing violations and give to the department head concerned.
  - c. Work in concert with the fire chief in updating the fire prevention regulations;

Arnold J. Lau  
Acting Director

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## Facility Fire Plan

### 1. Introduction

a. Objective. To set forth basic policies concerning the overall protection of this facility

b. Fire Department Organization. The Fire Department shall be organized as directed by the Fire Chief of Glynn County. Liaison with the Fire Chief shall be through the Head of Administrative Functions.

c. Responsibility

(1) The fire regulations of the facility apply equally to all activities located on the facility, whether or not they are responsible to the Director in other respects .

(2) It shall be the responsibility of all personnel attached to, or otherwise using, any building or part of this facility to familiarize themselves with, and comply with, these regulations. These regulations shall be uniform in their application to all personnel.

d. Effective Date. These regulations are effective upon receipt. Nothing contained herein shall be construed as being in conflict with instructions from higher authority.

e. Changes. These regulations will be kept under continuing review and revision .

### 2. Fire Alarms and Signals - Fire Plan

a. Discovery of Fire

(1) Any person discovering a fire or having a reasonable suspicion that a fire may exist shall report it to the Fire Station immediately, using a fire alarm box if one is in the immediate vicinity; otherwise, via the nearest telephone (Ext. 203) .

(2) After reporting a fire, while awaiting the arrival of firefighting equipment, personnel shall utilize whatever facilities are available to extinguish the fire, consistent with rules of common safety and ordinary intelligence.

(3) Personnel occupying the building or buildings concerned shall, upon sounding of the alarm, immediately evacuate and stand by to render assistance as

required by the Fire Chief or Fireman-in-Charge. The senior staff member present shall take charge and direct the evacuation and subsequent personnel movements until relieved by higher authority

(4) All fires shall be reported, even if already extinguished, immediately to the Fire Department by the most expeditious means.

b. Facility Fire Signal

(1) When a fire alarm is activated from a fire alarm box, it registers on the Gamewell recorders at the Fire Station. The Klaxon at the Fire Station automatically sounds the number of the box from which the alarm was given.

(2) Upon receipt of alarm by other than the preceding manner, the Fire Captain will notify the communications dispatcher by telephone or radio.

(3) The communications center shall notify the following:

- (a) Director's office (during normal working hours)
- (b) Health Room

(4) The communications dispatcher shall dispatch one facility policeman to the Fire Station to assume the duties as dispatcher in case of another fire alarm and one facility policeman to the scene of the fire, if available.

(5) Personnel operating vehicles on the facility shall, upon the approach of emergency vehicle(s) showing a flashing light, pull to the right hand side of the road, off the pavement if possible, and stop until the emergency vehicle(s) has/have passed.

(6) A second alarm may be sounded for any particular fire, if warranted by conditions at the fire. It will be identical to the original alarm. Need for this alarm will be determined by the Fire Chief at the fire. When the second alarm is sounded the additional equipment shall come from the Glynn County Ballard Fire Station

(7) After each alarm, a secure signal consisting of three blasts on the Klaxon will be sounded to indicate that the alarm of fire has been secured.

c. False Alarms. All false alarms will be immediately investigated to determine the cause of the alarm. Persons found guilty of maliciously making a false alarm will be reported to the Director for disciplinary action.

d. Drills and Tests

(1) The Fire Chief shall conduct such drills and training as necessary to ensure a high degree of proficiency among personnel of the Fire Department.

(2) Fire exit drills are made to ensure the efficient and safe use of exit facilities. The type and frequency of the drills depend upon the character of the occupancy. Drills should be conducted monthly where occupants are primarily transients. Where permanent type occupants, drills should be held quarterly in frame structures and semi-yearly in other than frame structures. Tenant activities and Department Heads shall conduct such drills as necessary to insure that their personnel are familiar with their duties in case of fire. The Fire Chief will provide assistance in conducting these drills upon request of the activity concerned.

(3) One fire alarm box will be tested at 12: 00 noon daily. Alternate fire alarm circuits will be tested on succeeding days.

3. Fire Equipment - Fire Plan

a. Fire Extinguishers

(1) Any person who has discharged a fire extinguisher shall report the fact immediately to the Fire Station, stating the purpose for which it was used and its location.

(2) Fire extinguishers shall not be removed from their assigned locations except for fire fighting.

(3) Any person noting a damaged fire extinguisher shall report the damage to a responsible person in the Fire Department, Ext. 209, immediately.

(4) Fire protection equipment shall be kept in designated places and in plain sight.

(5) Department heads shall investigate all incidents which result in damage to fire extinguishers located within their areas and shall initiate corrective action immediately to prevent recurrence of such incidents.

(6) Fire extinguishers will be carried on the following government vehicles:

(a) Passenger buses

(b) Vehicles regularly used to carry explosives, acids, compressed gases, fuel or other dangerous articles.

(c) Police vehicles

(d) Vehicles dispatched on trips into areas where fire protection is not readily available and vehicles occasionally used to carry explosives, other dangerous articles and/or other equipment; e.g., a gasoline-powered item of equipment covered by a tarpaulin in the body of a truck is to be provided with extinguishers on an incident basis.



(7) In an emergency situation, activity heads should contact the Fire House for additional extinguishers which will be returned when the emergency no longer exists.

(8) When fire extinguishers are installed on vehicles, the vehicle custodian will take necessary action to ascertain that a daily inspection is performed on the extinguishers and that they are delivered to the Fire House monthly for inspection, tagging and/or weighing.

b. Fire Hose. Fire hose will not be used for any purpose other than fire fighting without approval of the Fire Chief. Unlined linen fire hose (provided at standpipe connections in building) shall not, under any circumstances, have water run through it except for actual fire fighting.

c. Fire Hydrants

(1) The area within 15 feet of any fire hydrant shall be kept clear of all vehicles, equipment and/or objects which might hinder proper operation of fire equipment. Adequate clearance as determined by the Fire Chief shall be provided for all sprinkler control valves and Siamese pumping connections.

(2) Fire hydrants shall not be obscured by shrubbery, trees or other obstructions.

(3) Unless authorized by the Fire Chief or higher authority, no person other than the Fire Department, Facility Engineering and Maintenance or Brunswick Public Works personnel shall connect to, or operate, a station fire hydrant.

(4) All fresh water hydrants shall be painted the approved brilliant yellow color (Federal No. 1310 or 1320) .

d. Fire Alarm Boxes. Alarm boxes shall not be obscured by shrubbery, trees or other obstructions.

e. Sprinkler Systems

(1) Sprinkler control valves shall be maintained in the open position. When sprinkler heads are activated, the valve shall not be closed until so directed by the Fire Department Officer in Charge at the fire. Plant Operations shall be responsible for the replacement of sprinkler heads and the restoration of service in concert with Fire Department personnel.

(2) Whenever it becomes necessary to close a sprinkler control valve due to maintenance of the system, the Fire Department shall be immediately notified.

(3) No material of any sort will be hung from sprinkler piping.

(4) Clearance of 18 inches shall be maintained between sprinkler heads and storage of non-hazardous materials piled not over 15 feet high. Clearances of 36 inches shall

be maintained between sprinkler heads and storage of hazardous materials regardless of height of piles and between sprinkler heads and storage of non-hazardous materials with piles in excess of 15 feet

(5) Sprinkler systems shall be tested only by authorized and qualified Plant Operations or Fire Department personnel.

f. Access Aisles. Adequate access aisles to fire alarm boxes, standpipe hose, fire extinguishers, fire escapes, sprinkler system valves and all electric, gas and steam controls shall have proper identification signs posted and shall be maintained at all times.

g. Obstruction of Passage

(1) Roadways, passageways, lanes, etc., leading to fire hydrants, fire alarm boxes and fire fighting equipment shall remain free of obstructions at all times.

(2) Access to doors and windows opening off of building ramps or loading platforms shall remain free of obstructions at all times

h. Fire Apparatus

(1) Only those persons specifically authorized by the Fire Chief shall ride upon, operate or use fire apparatus.

(2) When responding to an alarm, fire apparatus shall be under the control of the driver at all times and shall be driven at speeds no greater than is considered safe according to road, traffic and weather conditions. Maximum speed shall be 45 LIPH. When returning from an alarm, fire apparatus drivers shall observe all traffic regulations.

(3) When responding to alarms, bells, sirens and flashing or blinking lights on the fire apparatus shall be used to warn of the approach of the apparatus.

(4) Under the terms of the Mutual Fire Fighting Assistance Agreement between the facility, the City of Brunswick and the Glynn County Fire Department, the Fire Chief, or in his absence, the Fire Department Officer in Charge may dispatch apparatus and personnel to assist in the fighting of fires off the facility providing personnel and equipment are available. Request for this assistance MUST be initiated by the senior member of the city of Brunswick or the Glynn County Fire Department. Reciprocal assistance will be provided by the City of Brunswick and the Glynn County Fire Departments for on facility fire fighting when requested by the Fire Department Officer in Charge of the facility fire department. Reports of all off station fire fighting assistance must be made to the Deputy Director as expeditiously as possible.

(5) Drivers of fire apparatus shall be qualified and licensed by current U.S. Government Motor Vehicle Operator's Identification Card, Standard Form 46.

(6) Fire fighting equipment and apparatus shall not be placed out of commission or relocated without first notifying the Fire Chief. When such equipment is restored to service or relocated, the Fire Station Desk Watch shall be notified .

4. Duties Assigned - Fire Plan

a. Fire Chief

(1) The Fire Chief shall be responsible for the efficient operation of the Fire Department.

(2) At Fires - The Fire Chief shall be in charge of Fire Fighting Operations. In his absence, the Fire Department Officer in Charge will assume such duties. He is charged with the responsibility for the disposition and employment of personnel, apparatus and equipment necessary for the preservation of life and property and for extinguishing fires. In case of emergency, he may call upon any activity for assistance of personnel and equipment needed in connection with fire fighting.

(3) Fire Command Post - At major fires or related disasters, the Fire Chief will establish a fire command post for directing fire fighting operations. Location of the fire command post, normally in front of the fire, will be properly identified. Components upon arrival at the fire will report to the fire command post for assignment. The Fire Chief's station wagon will act as the fire command post.

(4) Off Facility Forces - During large fires or other disasters, fire departments reporting from surrounding communities to assist local forces shall be under the direction of the Fire Chief.

(5) Equipment - The Fire Chief will determine the types of fire equipment necessary and will initiate requests for procurement of same.

(6) Enforcement of Regulations - The Head of Administrative Functions is responsible for the enforcement of fire regulations and the preparation of such supplementary regulations as may be considered necessary, subject to the approval of the Director.

(7) Fire Protection Features - The Fire Chief will collaborate with the Security/Safety Officer with respect to the location, alternation and maintenance of fire mains, hydrants, fire alarm boxes, sprinkler and fire detecting systems and other fixed fire protection equipment.

(8) Inspection and Maintenance - The Fire Chief in concert with the Head of Administrative Functions is responsible for the following inspections, tests and maintenance functions:

- (a) Fire prevention inspections of structures and grounds.
- (b) Inspections, tests, and maintenance of all fire fighting equipment.
- (c) Inspections and tests of fire hydrants.
- (d) Inspection of sectional control valves in the water distribution system. (Jointly with the Brunswick Public Works Department).
- (e) Testing of the fire alarm systems.
- (f) Inspection and test of sprinkler and other automatic fire extinguishing and detecting equipment.
- (g) Inspection of exit facilities, test of exit alarms and accomplishment of periodic emergency exit drills.
- (h) Recommending issuance of fire prevention notices to correct existing fire hazards.
- (i) Granting of permits for and supervision of transient operation involving fire hazards, such as open flames, fueling, cutting, welding and other hazardous operations.
- (j) Inspect places of public assembly prior to occupancy and post standby fire watches as required.
- (k) Investigation of all fires and submission of appropriate reports.

(9) Training - The Fire Chief shall institute continuing training courses in fire prevention and fire fighting procedures for all fire department and auxiliary fire fighting personnel, department and supervisory heads and personnel employed in particularly hazardous areas. He shall provide for the training of all newly assigned employees at this activity in fire prevention regulations, the station fire bill and first aid fire appliances.

b. Plant Operations Division. The Facility Engineering and Maintenance Division will assign highest priority to the repair and servicing of fire equipment when requested by the Fire Chief.

In case of fire, the Facility Engineering and Maintenance Division shall:

(1) Cut off utilities - When appropriate, cut off electricity, steam and gas to the building or area involved in the fire and report to the Fire Chief in Charge that such action has been taken.

(2) Increase water - At major fires, take immediate action to increase water pressure and volume at the fire area by starting additional pumps and by making reserve water supplies available by request to the Brunswick Public Works Department .

(3) Provide gasoline, oil, etc. - Upon request of the Fire Chief, provide gasoline and oil for the fire apparatus or such services as may be required at the scene of the fire.

c. Health Room. The senior nurse on duty shall make provisions for necessary medical personnel to respond to each fire alarm or reported fire.

d. Facility Police. The captain of the Facility Police shall insure that one policeman reports to the Fire Station and that one policeman is dispatched to the fire location on each fire alarm or reported fire.

e. Employees. Employees shall assume such fire stations and perform such duties in connection with fire fighting as the responsible head of the activity may assign, or as the Fire Chief may request.

f. Building Occupants. Occupants of buildings shall familiarize themselves with the location of the nearest fire alarm box and/or fire department telephone number, location of fire extinguishers and standpipe hose and proper method of using them.

## 5. FLETC Glynco Forest Fire Plan

a. Objective. To set forth basic policies concerning forest fires at the facility .

b. Responsibility - Forest Fire Bill. It shall be the responsibility of all personnel attached to, based on, or otherwise using, the facility to prevent forest fires on the facility.

c. Report of Forest Fires

(1) Reports of forest fires may be received from many sources; e.g., Brunswick Glynn County Airport control tower, personal telephone calls, etc. Any person receiving a report of a forest fire which is located in the immediate vicinity, or within the boundaries of the facility shall obtain the following information for immediate relay to the fire station and the facility police.

- (a) Location of the fire
- (b) Condition or extent of the fire
- (c) Name of the person reporting the fire

(2) The Fire Chief shall determine the nature of the fire, and if circumstances warrant, he shall cause the alarm to be given.

(3) The Georgia State Forestry Department grants permission for many legal burnings and controlled fires which are often reported as forest fires. When doubt exists as to the nature of the fire (whether it is controlled, a legal burning, or not). the facility fire station. Ext. 209, shall be contacted for an investigation.

(4) Assistance in combating forest fires may be obtained through the Georgia Forestry Department by calling 265-8450. Such requests should be made by the Director, Deputy Director, or Fire Chief.

6. Fire Prevention

a. Report of Fire Hazard

(1) Activities controlling or occupying Government buildings or areas shall exercise vigilance in guarding against the creation of fire hazards and shall report the following to the Head of Administrative Functions:

- (a) Any hazardous conditions which cannot be corrected immediately.
- (b) Any change in assignment of occupancy of the building.
- (c) The placing of any building in an unoccupied status.

(2) When inspection reveals existing fire hazards, the activity will receive a Fire Inspection and Action Report describing the hazard and, in most cases, what corrective measures should be taken. The Department Head concerned is responsible

for the return of the original copy of this form to the security/safety office within the date requested showing what corrective action has been taken

b. Inspection - Care of Buildings

(1) The safety officer shall inspect all facility buildings monthly.

(2) The frequency of hazardous area inspection shall be in accordance with sound, recognized fire prevention practices.

c. Rubbish and Debris

(1) Working and storage spaces, new construction and repair areas shall be policed regularly to reduce fire hazards.

(2) Rubbish and scrap materials shall be disposed of in properly identified and located noncombustible cans, receptacles or bins. All rubbish shall be cleared from buildings at the end of the work day and hauled to locations approved for rubbish disposal. Work areas shall be kept free of accumulations of combustible debris.

(3) Open top waste baskets shall be of metal or other noncombustible material.

(4) Trash cans shall be provided with metal covers and utilized for their intended purposes.

d. Cleaning Precautions. Gasoline and other volatile flammable having flash point below 100 degrees Fahrenheit shall not be used for cleaning purposes. No flammable cleaners shall be used without proper safeguards.

e. Emergency Exits.

(1) No restrictive hardware, such as hasps and padlocks, throw bolts, cross bars, etc., shall be installed on any emergency exit doors.

(2) Department Heads will insure that fire escapes and exits in buildings occupied by personnel are properly maintained. The following specific requirements will be closely observed:

(a) Accessibility - Fire escapes and exits shall be accessible and free from encumbrances.

(b) Open outward - Exit doors shall open in the direction of exit travel.

(c) Panic Bolts - Emergency exit doors requiring panic bolts shall be equipped with proper panic hardware and maintained in good operating condition.

(d) Signs - Exits shall be indicated by properly illuminated signs.

f. Storage of Combustibles

(1) Metal or metal-lined containers with automatic or self-closing covers shall be used for storing supplies of clean rags, waste, packing materials such as excelsior and shredded paper and other combustible materials.

(2) Plainly marked self-closing metal containers shall be used for the following:

(a) Used waste

(b) Oil, paint and chemical-soaked rags

(c) Other extra-hazardous waste materials

The metal covers shall be kept closed, and never wedged or blocked open. Such containers shall be emptied and contents removed from the building prior to securing the building at the end of working hours.

(3) Storage of combustibles is prohibited in equipment rooms, air conditioning rooms, boiler rooms, exit corridors and on or under stairways which are built in whole or in part of combustible material.

g. Personnel Service Rooms

(1) Covered metal receptacles with self-closing lids shall be provided in all restrooms and other areas where paper towels and disposable paper cups are used.

(2) Clothing lockers, adequately ventilated, should be of metal and maintained in a clean and orderly condition. Materials shall not be stored on top of or underneath lockers. Working clothes kept in lockers shall be aired and cleaned regularly. Flammable liquids, chemicals, paints, paint-soaked rags and similar materials shall not be kept in clothes lockers.



(3) Combustible materials shall not be placed on radiators, heaters or steam pipes.

h. Attics and Concealed Spaces

(1) Unsprinkled attic spaces shall be kept clean and shall not be used for storage of combustible materials.

(2) Scuttle holes and other openings communicating to attics or concealed spaces shall be fitted with doors equivalent in fire resistance to ceiling construction and normally shall be kept closed. This does not apply to grills provided for passage of heat into attics protected by wet pipe automatic sprinkler systems. Such openings should be equipped with automatic-closing traps having a fire resistance equal to that of the ceiling.

(3) Hatches, trap doors and communicating openings to confined spaces shall not be used for ventilating purposes but shall be kept closed at all times when not in use.

i. Exhaust Systems. Exhaust systems and duct work shall be kept free of grease, paint residue, combustible dust, etc. Filters and duct systems shall be constructed of non-combustible materials and cleaned before they are used.

j. Decorations in Public Buildings, Dormitories, Clubs, Etc.

(1) Only non-combustible or approved flame proofed materials shall be used for decorations or window coverings. The safety officer or qualified fire protection personnel shall approve all decorations before they are used.

(2) All draperies and decorations in personnel buildings and in places of public assembly shall be noncombustible or treated with an approved flameproof solution and shall be approved by qualified fire protection personnel before installation. Where flame proofed materials are used, periodic retreatment will be necessary.

(3) All lights for use in connection with Christmas decorations shall bear the label of the Underwriters Laboratories (UL) and shall be in good condition. Only nonflammable ornaments and decorations are permitted.

k. Securing a Building - At End Of Day

(1) All doors, including fire doors and windows shall be properly secured at the close of working hours unless excepted in writing by the Director or his authorized representative.

(2) All heating devices not required to be kept in operation during the night shall be secured by the person in charge at the close of working hours. Portable heating devices shall be attended while in use.

(3) The Fire Department shall be notified 30 minutes prior to securing the student club and a qualified Fire Department member shall inspect the buildings thoroughly, along with the person in charge, after all patrons have left and immediately before securing the building, using Building Fire Prevention Check Sheet as a guide.

(4) No doors shall be permanently secured without advance approval of the security/safety officer and/or the Fire Chief. All such doors shall be identified by a sign, approved by the safety officer, placed on both sides of the door. Exit doors shall not be secured in such a manner as to prevent their use as an exit.

(5) Mops, cleaning gear and other materials subject to spontaneous ignition shall be kept outside buildings, or stored in tight metal containers with metal covers.

(6) All paint, brushes, drop cloths, rags, etc., must be removed from buildings at the close of the work day. If materials are to be left on the job, they shall be placed in a metal container at least 15 feet from the building and away from combustible materials.

(7) Electrically driven lift trucks and electrically powered hand pallet lift trucks may be left in buildings, provided they are located at a safe distance from combustible materials and provided the electrical connecting plugs from the batteries to the power units are disconnected.

(8) Gasoline or liquefied gas powered equipment shall be listed by the Underwriters Laboratories, Inc. They must be refueled outside of storage buildings and shall be stored either in detached buildings used only for this purpose or in areas that are separated from adjacent occupancies by adequate fire cut-offs.

#### I. Vacant Buildings

(1) All combustible trash shall be removed from the building; floors shall be swept clean and furniture neatly stacked, preferably in the center of rooms .

(2) All cleaning gear shall be removed from the premises and gear lockers or closets thoroughly cleaned and doors thereto left in an open position.

(3) All points of entry shall be locked and preferably securely boarded up.

(4) Buildings shall be posted prohibiting entry, except on order of the Director or his authorized representative.

(5) Smoking shall be prohibited in secured structures.

(6) In securing unoccupied buildings, electric power to the building shall be disconnected at the main control panel and the service line fuses removed. Gas mains should be valved closed when securing unoccupied buildings and should be disconnected and connected outside the building when deactivating buildings.

(7) The safety officer shall be notified when a building is to be deactivated and an inspection shall be made prior to and after securing the structure.

m. Facility Police

(1) The following instructions shall be given to all Facility Police prior to their assuming duty assignments:

Upon discovering a fire, they shall immediately sound the alarm, call the Fire Department and stand by to direct the fire fighting forces to the scene of the fire. Fire alarm boxes should be used where available. Instructions to Facility Police should include information relative to the manner in which buildings are secured for the night, what portions are locked and what parts will normally be unlocked.

(2) A fire plan for all Facility Police and fire watch personnel shall be available in the appropriate headquarters for purposes of personnel instruction and such plan shall contain:

(a) Location of all fire alarm boxes in the vicinity of fire watch stations and those included in, or adjacent to, any given patrol route.

(b) The proper fire reporting telephone number to be used in event of fire.

(c) The locations of telephones which are available for immediate use during "off work" hours.

(3) To be of maximum value, Facility Police shall be thoroughly familiar with the following:

(a) All buildings adjacent to fire watch posts or on their assigned patrol route.

(b) Operating principles of all first aid fire fighting appliances and the proper equipment to use on various types of fires.

(c) The proper procedure in reporting a fire by fire alarm box, telephone, radio or other fire reporting media.

## 7. Smoking Regulations

### a. Prohibited Areas

(1) All warehouses, storerooms, transit sheds, packing sections, salvage buildings and areas except in designated smoking areas.

(2) Attics and lofts, roofs and under structures.

(3) Theaters (including projection booths), gymnasiums and auditoriums.

(4) Bunks or beds.

(5) Within 10 feet of hectograph (ditto machines).

(6) Secured structures, battery charging rooms, joiner shops, photographic processing rooms, paint shops and sheds, in carpenter or woodworking shops, or any place where flammable liquids are handled or explosive vapors may be present.

(7) Within 50 feet of:

(a) Gasoline dispensing operations

(b) Where bituminous and plastic coatings are being applied

(c) Flammable liquid and gas handling or storage

(8) Any area that due to prevailing conditions or operations has required the posting of "NO SMOKING" signs.

(9) In all areas where explosives, chemicals, flammable or highly combustible materials are stored or handled.

b. Receptacles for Disposal

(1) Suitable receptacles for discarding smoking materials shall be provided in adequate numbers in all areas where smoking is permitted. Only cigarette and cigar butts, other tobacco remnants and used matches shall be placed in such receptacles.

(2) Contents of ash trays shall be disposed of in a safe manner.

(3) Discarding of lighted matches, cigarettes and other smoking material from vehicles is prohibited.

c. Matches. The use or possession of "strike anywhere" matches is forbidden on the facility.

d. Posting of "NO SMOKING" Signs. "NO SMOKING" signs shall be posted in all areas where smoking is prohibited.

e. Designated Smoking Areas. Special areas approved for smoking located within prohibited smoking areas shall be clearly defined and appropriate signs posted.

f. Fires

(1) Open fires shall not be started at any location on the facility premises without advance notice to the Fire Department and approval of the Fire Chief. Burning of trash and debris is permitted only in locations approved by the Fire Chief.

(2) Incinerators maintained by departments for the disposal of classified matter or contaminated material shall be approved by the Fire Chief.

(3) Fires, open flame devices, burning, welding and cutting operations shall not be conducted near flammable or combustible materials unless precautionary measures have first been taken and unless a fire watch, properly instructed and equipped with fire extinguishers of a proper type has been provided.

8. Heating Systems

a. General

(1) All heating equipment shall be labeled and/or listed by the American Gas Association, Underwriters Laboratories, Inc., or Factory Mutual Laboratories and shall be installed, maintained and operated to insure maximum safety .

(2) Adequate clearances be maintained between combustible material and steam pipes, furnaces, flues and appurtenances. Exposed surfaces too hot for the bare hand should be considered hazardous.

(3) The storage of combustible materials in rooms designed for housing heating and air conditioning equipment is prohibited. Steam radiators and piping shall not be used for drying purposes.

(4) The use of open flame type heating devices is prohibited in areas where flammable vapors are liable to accumulate, such as gasoline stations, garages, paint shops and aircraft hangars.

(5) Covered metal containers shall be provided for ashes where solid fuels are used.

b. Oil-Fired Heaters

(1) Accessible shut-off switches and valves shall be provided on all oil fired heaters and similar equipment. Gravity fuel supply lines to heaters shall be arranged with over-the-top discharge from tanks exceeding 500 gallons capacity, equipped with anti-siphoning valve and with fusible link operated safety shut-off valve in the supply line located close to the heating unit.

(2) Oil burning equipment shall be frequently inspected and periodically overhauled by competent responsible maintenance personnel. Heating units, vent stacks and flues shall be thoroughly cleaned at least once a year.

(3) Adequate instructions, including fire prevention measures shall be posted near the equipment relative to its operation.

(4) Safety devices, thermostats and similar control equipment shall be frequently inspected and maintained to insure proper operation.

(5) Portable kerosene heaters shall not be used unless absolutely necessary and then only as an interim measure until permanent fixed heaters can be installed. They shall not be used unless personnel concerned with their use are thoroughly indoctrinated in the safety precautions to prevent fire or possible asphyxiation. The use of portable kerosene heaters is specifically prohibited in dormitory spaces.

c. Gas-Fired Heaters

(1) Gas-fired space heaters and stoves shall be secured in a fixed position, so as to prevent movement and subsequent development of leaks in gas connections. Where flexible connections are required, they shall be metallic type with threaded fittings.

(2) Gas-fired heating devices shall be equipped with automatic safety pilots or automatic safety controls.

(3) The installation and maintenance of gas appliances shall be in accordance with approved procedures. Under no circumstances shall matches or flames be used for leak testing on flammable gas lines.

9. Electrical Hazards

a. Wiring

(1) All electrical wiring and equipment shall be in compliance with Underwriter Laboratories procedures. Installations and changes in electrical wiring of fittings or attachments for electrical appliances shall never be made except by authorized electricians on orders of the Plant Operations chief.

(2) Defective electric cords, lighting fixtures, appliances and switches shall be repaired or removed. Loose receptacles may result in short circuits. All defective electrical equipment shall be reported immediately and repaired by authorized electricians.

b. Appliances

(1) Electrical appliances and devices shall bear the label of or be listed by the Underwriters Laboratories (UL). All electrical wiring, equipment and devices, including electrically operated vending machines and water coolers installed and operated in automotive repair shops and other occupancies where flammable vapors, gases or ducts may be present, shall be listed by the Underwriters Laboratories, Inc., for the particular hazardous area.

(2) All appliances shall be inspected periodically by a responsible representative of the Plant Operations Chief and the Fire Chief.

(3) All soldering irons, hot plates, coffee-makers and other non-fixed electrical heating devices shall be disconnected from outlets when not in use.

Adequate clearance shall be maintained between all such electrical devices and combustible material,

c. Coffee Messes

(1) Coffee messes shall be operated in compliance with the applicable regulations contained in 9b above.

(2) Coffee messes shall be established through use of the below outlined procedures:

(a) The safety officer, accompanied by a Plant Operations electrician, will inspect the equipment and location of the proposed mess to insure that safety requirements are met and will forward his recommendations to the Deputy Director.

(b) Approved authorization cards shall be conspicuously posted at the location of the mess.

(c) Upon disestablishment of a coffee mess, the authorization card shall be returned to the safety officer.

(d) The safety officer shall maintain a current list of approved coffee messes.

(3) Installation of hot plates or coffee makers shall have clearance from combustible materials as follows: Four inches at front, side, rear and base and eight inches at top. For additional protection, the installation shall be constructed with sheet metal, Number 14 U.S. gauge or better, thickness to be governed by weight and size of hot plate unit to be enclosed. If sheet aluminum is used, thickness should be at least Number 10 U. S . gauge. The heating unit shall have an Underwriters Laboratories approved electric cord to wall outlet.

(4) Hot plates, coffee makers and like equipment are prohibited in private rooms of dormitories.

d. Circuits

(1) Electrical circuits shall not be overused so that circuits may be overloaded. Fusing of circuits shall be accomplished only by Plant Operations electricians. Fuse boxes should be kept locked to permit access only by qualified electricians .



(2) No device shall be installed which will interfere with the normal operation of the circuit breaker or fuse. When a circuit has been interrupted by a blown fuse or a tripped breaker, the source of disturbance must be located and eliminated by an authorized Plant Operations electrician before restoring power to the interrupted circuit.

(3) All electrical switches in light and power panels shall be correctly labeled to indicate the circuits and/or devices which they control.

e. Hazardous Areas

(1) Electrical equipment including plugs, fittings, lights, extension cords, etc., used or located in areas where combustible gases, vapors or ducts are present shall be listed by Underwriters Laboratories, Inc., for the particular hazard involved.

(2) Tools, metal fan blades, door latches and similar devices used in the vicinity of flammable gases or vapors shall be of nonferrous or non-sparking type. Non-sparking or conductive shoes shall be worn when necessary.

f. Lighting Fixtures

(1) Fluorescent lights may be used for "standing lights" in connection with security requirements.

(2) Sufficient distance shall be maintained between unguarded electric lamps and combustible material to prevent ignition of the material.

g. Grounding

(1) Substantial conductors, having low resistance to ground, shall be used to ground all stationary and portable machines, equipment and other devices in which static charges may be generated in the vicinity of flammable gases or vapors.

(2) Extension cords of portable lights and portable electrically operated tools or devices, together with their connections and fittings shall be of the grounded type, shall be inspected frequently and shall be maintained in a safe condition. All extension cords shall be kept dry and free from oil and grease .

(3) All vending machines using electric power shall be properly grounded and motors, compressors, etc., shall be kept free from accumulations of grease and lint.

(4) Grounding of electrically operated equipment, appliances, machines and tools. shall be carried out in all cases.

10. Warehouse and Storage Spaces

a. Warehouse Storage Spaces. Standards applicable to the layout and utilization of all covered storage space of the facility are set forth in established procedures .

b. Open Areas

(1) Dry weeds, grass and brush shall not be permitted around buildings, open storage areas, fuel storage tanks and railroad properties. Such growth shall be cut frequently and disposed of in a safe manner or chemically controlled.

(2) Areas beneath or within 50 feet of buildings shall be regularly policed to keep them free from accumulation or debris and combustible vegetation.

c. Open Storage of Combustible Material. Open storage shall conform with established procedures.

11. Fire Works

a. The sale, storage or use of fireworks of any description on the facility is strictly prohibited. Rockets, signaling flares and similar pyrotechnic devices which are officially used by the facility shall be handled and stored as required.

12. Refuse Units

a. Refuse Units. Refuse units and other central trash disposal units shall be spaced a minimum of 15 feet from combustible buildings, metal wall buildings and unprotected openings in masonry wall buildings or storage areas.

13. Excavations

a. Excavations. Extra care shall be taken in excavating around gas mains, oil tanks, gasoline or oil pipe lines, etc. Smoking or open fires of any kind are prohibited in areas where flammable gaseous conditions are suspected. In such places the air shall be tested and if gas is present, ventilation shall be provided by portable blowers or other satisfactory method. Electrical equipment used in such areas shall meet the requirements of the National Electrical Code for explosive atmospheres.

14. Tar Potsa. General

(1) Tar pots shall not be operated inside, on the roof, or within 25 feet of any building. They must be attended by a competent operator. A minimum of two 20- or 30-pound dry chemical extinguishers shall be provided in each of the following areas:

- (a) The tar pot
- (b) The area of tar application

(2) Kettles for heating the materials shall be equipped with proper heat controls and means of agitation to assure controlled uniform temperatures throughout contents to prevent spot heating.

(3) The material shall not be heated above the temperature necessary to produce workable fluidity and in no case above its flash point.

(4) Surfaces on which the material is to be flooded, mopped or otherwise applied shall be clean and free of any foreign substance.

(5) When the material is applied within buildings or other enclosed areas, the atmosphere shall be free of dust and adequate ventilation provided to completely remove smoke and fumes.

(6) All smoking, flame devices and/or other sources of ignition shall be prohibited in or near the area of application of the material.

(7) Mops, brushes and other applicators when not in use shall be stowed in an area approved by the safety officer.

15. Hazardous Activitiesa. Painting

(1) Spray painting shall not be conducted within buildings unless standard spray booths and exhaust systems are provided.

(2) Tarpaulins and drop cloths used in painting operations other than water thinned paints shall not be folded and stored within buildings. Such cloths may be folded if they are stored within metal lockers that are detached at least 15 feet from buildings. Such lockers must be ventilated to reduce the possibility of

spontaneous ignition.

b. Battery Charging Shops

(1) Only authorized personnel instructed in the hazards and precaution connected with the handling of acids and charging of batteries shall be employed in the battery shops.

(2) The battery shop shall be adequately ventilated at the highest point to allow removal of hydrogen gas.

(3) Air inlet opening at or below the level of the batteries are essential regardless of the kind of exhaust.

(4) For a small number of batteries, a vented hood over the batteries may be satisfactory.

(5) Where natural ventilation is used, a vent stack to aid in producing upward draft should be installed.

(6) Smoking, open-type lights and switches or flames and spark producing devices shall not be allowed in the vicinity of batteries on charge. Appropriate warning signs shall be posted.

(7) Battery vent caps shall be in place before attaching or detaching charger cable; and connections between batteries shall not be disturbed while charging switch is "ON".

(8) The charging rates shall be reduced as cells approach full charge, thus lowering the rate of hydrogen liberation.

(9) Where fork lift truck batteries are charged within buildings, the foregoing requirements should be applied. The areas where large numbers of lift truck batteries are charged within buildings must be cut off from adjacent occupancies by adequate fire walls or the areas must be at ground level and sprinkled.

c. Welding and Cutting. The standards set forth below shall be carried out in all cases before welding or cutting is to take place.

(1) Welding and cutting operations should be conducted in locations that have been specifically designated for that purpose. Other locations may be used if they have been freed of fire hazards by removal or protection of combustible materials,

flammable liquids, vapors or dusts and if suitable precautions have been taken against the reaccumulation of such materials. When welding or cutting is to be done in any location other than one specifically designated for such purposes, approval of the job and of precautions to be taken shall be obtained from the safety officer before operations are started. (A written permit shall be used.)

(2) Operators of welding or cutting equipment shall have been properly instructed and qualified to operate such equipment. Instruction shall include precautions against hazards related to the operations.

(3) All welding or burning operations shall be under the supervision and control of a competent supervisor who shall see that all regulations pertaining to welding and burning operations are complied with.

(4) When combustible or flammable materials are exposed to welding or cutting operations, a fire watch shall be posted in the vicinity with necessary extinguishers or fire hose. Fire watches shall be posted on both sides of deck, bulkhead, wall or ceiling being worked on when fire hazards exist on both sides. The Fire watch shall remain at his station for a reasonable time (at least 30 minutes) after the job is completed to insure that there are no live sparks or smoldering fires.

(5) Welding or cutting operations shall not be performed in or on the outer surfaces of rooms, compartments, or tanks; or in areas adjacent to rooms, compartments, or tanks; nor on or in closed drums, tanks or other containers which hold or have held flammable materials, liquids, or vapors, unless and until fire and explosion hazards have been eliminated according to the applicable procedures.

(6) All cylinders shall be handled carefully. Acetylene and liquefied fuel gas cylinders shall be secured in vertical positions.

(7) Oxygen cylinders shall be kept free of oil and grease at all times. A high pressure leak from an oxygen cylinder may cause a sufficient amount of rapid oxidation to ignite gasoline, oil, grease, alcohol or organic material and result in fire or explosion.

(8) While equipment is in use, especially in confined spaces, it shall be frequently inspected for evidence of leaks in the hose, couplings, valve stems or other points of the system. If leaks are not promptly detected, an explosive or lethal mixture of gas and air may accumulate with serious results.

(9) When welding or cutting is being performed in any confined space, except in authorized welding shop, the gas cylinders shall be left on the outside unless specifically approved by the safety officer.

(10) Where welding cable or hose is in the path of traffic, it shall be protected from causing damage by a protective wrapped covering properly secured by lines to prevent undue strain on cables or hose.

(11) Acetylene and oxygen valves shall be closed at the cylinders when the equipment is left unattended or when work is stopped for more than 15 minutes.

(12) When operator using electric welding equipment has occasion to leave his work or stop work for any appreciable time, the power supply switch to the equipment shall be opened. The equipment shall be completely disconnected from the source of power when not in use.

(13) Acetylene and oxygen cylinders, except where installed in standard welding rigs, shall be stored at detached, well-ventilated locations, shielded from the sun by a noncombustible shelter. Cylinders shall be lashed in vertical position to prevent tipping and the storage of acetylene shall be isolated from oxygen cylinders by a clear distance of at least 20 feet or by an unpierced gas-tight noncombustible wall for indoor storage. Smoking shall be prohibited within 50 feet of such areas.

d. Cleaning and Refinishing Floors. Gasoline, benzene, benzol, naphtha, acetone, turpentine and other flammable liquids with a flash point below 100 degrees Fahrenheit shall not be used to clean and/or refinish floors or desks. Flammable liquids, however, with flash points well above the accepted minimum (100 degrees Fahrenheit) for cleaning and refinishing floors, often become hazardous when exposed in hot and dry rooms or areas. Under these conditions flammable liquids with a flash point below 138 degrees Fahrenheit shall not be used for cleaning or refinishing floors.

(1) Cleaning - When cleaning floors, the following fire prevention precautions should be observed:

(a) Where practicable, use only noncombustible cleaning fluids with a flash point about 138 degrees Fahrenheit. An example of an acceptable fluid is TYPE II CLEANING SOLVENT.

(b) Clean only a small area at one time.

(c) Provide all possible natural ventilation. Where this is not adequate to dissipate vapors, portable mechanical ventilation equipment of approved type shall be used.

(d) Keep all open flames and spark-producing devices away from cleaning operations.

(e) Prohibit smoking in the area where work is being done.

(f) Restrict amount of liquid to that necessary for the immediate operation and return unused cleaning fluid to its approved place of storage as soon as cleaning is completed. Open containers shall not be used.

(g) Provide self-closing metal cans for used cleaning rags and remove them from the building upon completion of job and prior to the close of the work day.

(h) Wax mixed with flammable liquids shall not be used.

(i) Fuses should be removed from electrical circuits or breakers opened prior to the start of floor cleaning operations which involve flammable liquids.

(2) Refinishing - Refinishing operations are more hazardous than cleaning and the following fire prevention precautions shall be observed:

(a) All precautions required for cleaning operations shall be applied to refinishing operations.

(b) All personnel not engaged in this work shall be excluded from the area.

(c) Where practicable, work shall be done by natural light. When removal of fuses, as required by item 2 (i) above, is not practicable, all electrical appliances of any kind in the vicinity (including water coolers, soft drink dispensers and other automatic stopping and starting appliances) shall be disconnected before finishing material is applied and shall not be reconnected until drying is complete.

(d) Prohibition of open flames and smoking shall be continued for one hour after drying is complete.

(e) Residue from sanding machines shall be placed in metal cans. wetted down and removed promptly from building.

(f) The safety officer shall be notified before operations are started. Any additional precautionary measures required by the safety officer shall be complied with.

e. Maintenance on or near Flammable Areas

(1) Non-spark tools shall be used when working on any part of a system or unit designed for storage or handling flammable liquids.

(2) The use of other than non-ferrous tools or open flame devices in the vicinity of flammable liquids or flammable vapors is expressly forbidden.

16. Fueling Operations

a. Personnel

(1) Only authorized and qualified personnel shall be permitted to operate fueling equipment. They shall have a thorough knowledge of the hazards involved and know the regulations for handling flammable liquids. Also, they must be familiar with:

(a) Location and operation of nearest fire alarm box.

(b) Telephone numbers of the Fire Department.

(c) Location and operation of first aid fire fighting equipment provided.

(2) Operators of vehicles or other equipment shall turn off engine, vehicle lights and short wave radio transmitter before taking on fuel.

(3) During fueling of vehicles, the operators shall not smoke or light a match or lighter and there shall be no open flame in the vicinity.

b. Bonding

(1) The dispensing nozzle must be in contact with the fill pipe and attended at all times when in use. Bonding connections shall be made to tank trucks and tank cars before dome covers are removed and shall not be disconnected until such covers have been replaced. Internal vapor pressure shall be relieved before the dome covers are opened.

(2) All tanks, hose and containers shall be kept in constant electrical bond while flammable liquids are being transferred, to prevent static discharges.

(3) After unreeling the gasoline hose from tank truck and before using it, the hose nozzle must be brought in contact with some metal part of the vehicle remote from the fuel tanks, to make sure no differential in static exists.

(4) Flammable liquids having flash points below 100 degrees Fahrenheit shall not be transferred into containers unless the dispensing nozzle and container are in constant electrical bond.



c. Leaks and Spills

(1) Gasoline tank trucks shall be attended by qualified and authorized personnel during loading and unloading operations.

(2) Wedges, locking devices, etc., which restrict instant shut-off in gasoline lines during loading or unloading operations, shall be prohibited.

(3) Automotive vehicles and other spark producing equipment shall not be operated within fifty feet of a gasoline spill until the exposed area has been thoroughly washed down with water and the flammable vapors dissipated.

(4) The operation of any vehicle leaking fuel shall be prohibited until the necessary repairs are effected.

d. Explosives in Vehicles. The gasoline tank of a vehicle shall not be refueled while explosives are in the vehicle, except in an emergency and then only after the engine of the vehicle is stopped, all lights turned off and static grounding devices properly connected.

e. Radio Equipment. Fueling operations or transfer of flammable liquids having a flash point below 100 degrees Fahrenheit shall be prohibited in the vicinity of high frequency radio antenna or antenna down-leads.

17. Flammable Liquids and Hazardous Materials

a. Storm Drains, Sewers and Water Areas. Gasoline or oil or any other flammable material shall not be discharged into or permitted to accumulate in storm drains, storm or sanitary sewers. Flammable liquids or any kind shall not be drained or dumped into or permitted to accumulate in water on or adjacent to the facility.

b. Other Hazardous Conditions. The safety officer should be contacted where doubt exists as to the proper precautions to be observed in the handling and/or storage of any hazardous materials.

c. Storage and Handling of Hazardous Materials. Dangerous chemicals and compressed gases shall be stored in such a manner that accidental breakage, leakage, or rupture of containers, or exposure to fire, heat or water will not result in the mingling of such materials with other substances which might produce fire, explosive or flammable gases, toxic fumes or jeopardize the safety of personnel and material.

d. Fire Doors Fire doors or shutters shall not be obstructed or blocked in any manner, or wedged open. Highly combustible material that may produce a flash fire should not be stored near any opening in a fire wall.

e. General Storage. Because of lack of space it may be necessary as a temporary expedient, pending provision or permanent storage facilities, to store flammable in general storage warehouses, in which case only end bays should be used and the following precautions should be taken:

(1) Flammable liquids having flash points below 80 degrees Fahrenheit should be isolated and stored in separate bays.

(2) Remove and destroy leaky containers.

(3) Handle containers carefully to avoid breakage.

(4) Maintain accessibility to stack interior for fire fighting purposes.

(5) Insure proper ventilation for materials which give off flammable vapors.

(6) Avoid any location where spilled liquids may come into contact with spark or flame.

(7) Use clean dry sand or fuller's earth or diatomaceous earth, etc. . to absorb spilled flammable liquids, oil and grease.

(8) Use only fork trucks approved or listed by Underwriters Laboratories or Factory Mutual Laboratories for use in hazardous areas.

(9) Do not store close to combustible material.

(10) These storage areas shall be posted with "NO SMOKING" signs .

f. Day-to-Day Use of Flammable Liquids. Day-to-day stocks of flammable liquids shall be kept only in areas approved by the safety officer. Amounts of stored materials shall be procured as needed and kept in an approved labeled closed container. Any surplus shall be returned to the storage area prior to the close of the work day. Storage areas used for flammable shall be well ventilated and plainly marked to indicate such storage. Flammable or hazardous material containers must be labeled in accordance with applicable directives.

g. Compressed Gas Cylinders

(1) Compressed gas cylinders showing evidence of excessive rust, corrosion, dents or other surface defects shall be considered hazardous and shall be bled-down to atmospheric pressure.

(2) Compressed gas cylinders which have not had the required I.C.C. test (every five years), or which have the markings or labels obscured, should be returned for test before recharge.

(3) The following general storage requirements for compressed ~as cylinders shall be observed:

(a) Noncompatible reactive gases stored within buildings shall be separated by gas-tight partitions. When stored in the open, cylinders of such gases shall be separated by a well ventilated clear space of at least 20 feet.

(b) Gas cylinders stored in the open shall be protected from the sun by a noncombustible cover or roof.

(c) All locations or areas used for cylinder storage or flammable gases shall be provided with natural cross-ventilation.

(d) Cylinders in storage or use shall be secured to prevent movement or falling.

(e) Acetylene cylinders shall be stored and used in upright position.

h. Cleaning Operations. No flammable liquid with a flash point below 100 degrees Fahrenheit shall be used for cleaning of equipment parts. Wherever possible, nonflammable or water-solvent detergents should be used for cleaning operations . (See 1504 above . )

i. Dispensing Flammable Liquids

(1) Flammable liquids having flash points below 80 degrees Fahrenheit shall not be drawn from or dispensed into tanks or containers within a building except with the drum in an upright position, using approved type manually operated barrel pumps and in locations approved by the safety officer, i.e., flammable liquid dispensing rooms. Containers other than approved safety cans from which flammable liquids having flash points above 80 degrees Fahrenheit are dispensed shall be equipped with approved self-closing valves.

(2) Gravity discharge of flammable liquids having flash points below 80 degrees Fahrenheit from tanks, drums or containers other than safety cans, is specifically prohibited within a building.

(3) All tanks, hose and containers shall be positively bonded while flammable liquids are being poured to prevent static electricity discharges .

(4) Transfer of flammable liquids by compressed air or gases is prohibited.

j. Used Flammable Liquids. Used flammable liquids shall be collected in covered steel drums, cans or other designated receptacles and disposed of daily in a proper manner.

k. Duplicator Fluid. Quantities of duplicator fluid within buildings shall be limited to immediate needs (preferably not more than a week's supply) in tightly capped metal cans.

l. Hazardous Commodities. Storage and handling shall conform with established procedures.

m. Shipping and Transferring Hazardous Materials. All flammable offered for shipment in inter-state and intra-state commerce shall be in containers approved for shipment of such material and tagged in accordance with regulations of the ICC or Coast Guard, whichever is applicable.

n. Permits and Supervision

(1) The safety officer shall be notified of proposed transfers of bulk gasoline, explosives or other hazardous materials. Such transfer shall be subject to the provisions of current Center instructions. Simultaneous transfers of more than one type of hazardous material shall not be made except in case of an emergency. There shall not be any simultaneous transfers of such materials on the dock except upon approval of the Director. All fire prevention precautions shall be complied with. In the case of ammunition transfers, the operation shall be under the supervision of the Range Officer who shall insure that appropriate Ordnance Regulations are complied with. A fire watch, approved by the safety officer, shall be posted and provided with proper fire fighting equipment for ready service. Except for special or unusual conditions, regular firefighting personnel are not required for fire watch. The safety officer will determine the fire watch requirements.

(2) Flammable liquids having flash points below 80 degrees Fahrenheit, or flammable gases, except medical supplies or similar material which may require inside storage for security reasons, shall be placed in a storage area approved in advance by the Fire Chief.

18. Flammable Liquid Dispensing Equipment

a. Containers

(1) Containers used for dispensing flammable liquids shall be of a type approved for such use by Underwriters' Laboratories or Factory Mutual Laboratories. Containers for flammable liquids shall be maintained in good condition. All portable containers used for handling, storage or dispensing flammable or combustible liquids shall be clearly marked to indicate their contents. Contents of leaking containers shall be transferred to serviceable containers.

(2) Dispensing equipment shall be checked at regular intervals for leaks at pipe connections, stuffing boxes and meters. When leaks are found, they shall be repaired by an authorized repairman and the pumps shall be kept out of service until the repairs have been made.

(3) All dispensing of flammable liquids from tank trucks or underground tanks shall be done by an approved pumping or water displacement system. Gasoline drums, when used as dispensers, shall be equipped with drum (barrel) pumps of approved type.

(4) Bungs, caps or stoppers shall not be left out of drums, barrels, tanks or other flammable liquid containers. This rule also applies to empty containers.

(5) Empty flammable liquid containers shall not be stored or repaired until they have been thoroughly cleaned of hazardous vapors. All containers that have held flammable liquids shall be thoroughly cleaned before they are used for less hazardous material. The fuel tanks of gasoline engines shall be similarly cleansed before indoor storage.

b. Valves, Nozzles and Faucets

(1) Discharge valves and nozzles for dispensing flammable liquids with flash points over 80 degrees Fahrenheit from drums shall be spring-loaded and manually operated.

(2) Approved drum pumps shall be used for dispensing flammable liquids with flash points below 80 degrees Fahrenheit and the drums shall be maintained in an upright position.

(3) Dispensing drums for liquids with flash points below 80 degrees Fahrenheit shall be equipped with Underwriters' Laboratories approved flame arrestor bung vents. Blocking faucets open is prohibited. Metal drip pans shall be placed under faucets and cleaned regularly.

19. Radioactive Material

a. Radioactive Material

(1) The Fire Chief or Senior Fire Officer on duty shall be notified immediately of the transportation, storage, handling or use of any radioactive material, including weapons, which come into the confines of the facility.

(2) The Department controlling or using the material shall make the above notification and shall include the following information:

(a) The general type of radioactive material and the possible emission hazard, if any.

(b) The specific location where the radioactive material will be used or stored.

(c) Specific information on the physical properties and characteristics of the radioactive material which could be of aid in fighting a fire in which it may be associated.

(3) It is mandatory that the fire Department obtain the above information for the protection of firefighters and other personnel in the event of fire or similar emergency involving nuclear materials.

(4) The Fire Department, in concert with the Safety Officer, shall make appropriate pre-fire planning surveys to evaluate the hazards involved and prepare the best possible fire protection principles of operation.